

Microsoft Teams – An Introduction to Class Notebook – P5 – P7

Dear Parents and Carers,

I would like to take this opportunity to thank you for the outstanding support and encouragement you have given your child/children during this period of remote learning. We are delighted with the high level of engagement on Teams and the quality of the work the children are completing. It has been a pleasure keeping in touch with the children through the *Time to Talk* sessions and hearing their friendships continue to flourish.

I am aware that some children and parents are continuing to find the Assignments section of Teams difficult to navigate and it can be time consuming. Our staff have been looking into additional tools on Teams which could enhance our pupil learning experiences and make everything a little simpler for everyone.

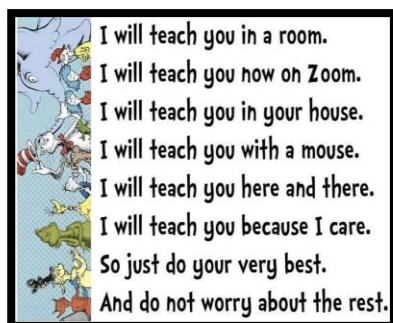
From Monday 1st February, all P5-7 classes will begin using Class Notebook which can be located at the top of their Class Team page next to Assignments.



Throughout next week (*Monday 25th – Friday 29th January*) I will provide short training videos for pupils and parents which will be posted on their Class Team. These will provide clear and simple instructions on how to use Class Notebook to access and record work. There are endless benefits to the older children using Class Notebook including autosave, audio files, dictate and any work can be automatically accessed by the teacher without the children having to send, submit or hand in anything once complete. This will give our teachers quick access to any work your child has typed/written or recorded on their Notebook and they will be able to provide timely feedback including audio and video files.

We hope that the trial period of using Class Notebook will be a huge success but we will be carefully monitoring this throughout the coming weeks. I would like to encourage you to share your feedback with your child's teacher on Seesaw and chat to your child about the impact Class Notebook has had on their home learning.

As always, please don't hesitate to contact your child's teacher or a member of the Senior Leadership Team if you would like to discuss anything further. We are extremely proud of the partnerships we have with our parents and families and we value the many ways you continue to support our school community.



Kind regards and keep safe,

Mrs Audrey Duncan

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